

**“WEAPONS LETTER OF INTENT”  
FORMAT**

**INSTRUCTIONS: TO BE PREPARED ON YOUR OFFICIAL LETTERHEAD  
AND SIGNED BY AUTHORIZING OFFICIAL OF YOUR AGENCY**

**RETURN TO: FEDERAL SURPLUS PROPERTY, 2830 SW Kanza Drive,  
TOPEKA, KS 66606 --- FAX (785) 296-4060**

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The (insert name of law enforcement activity) is staffed with \_\_\_\_\_  
compensated law enforcement officers with the powers to arrest and apprehend  
any persons in violation of Federal, State and/or local laws of the State of  
Kansas. These weapons will be used solely for authorized law enforcement  
activities.

This department has not received weapons through any other federal program  
during the past 12 months. OR This department has received ( numbers and  
types of weapons ) during the past 12 months from the following federal  
program:

\_\_\_\_\_.

Sincerely,

Signed by Authorizing Official

**PLEASE INCLUDE THE FOLLOWING ON YOUR LETTER OF INTENT**

(1) Type and number of weapons you're requesting.

(2) Name  
Street Address  
City State Zip Code

Phone Number  
Fax Number